

Hampton Board of Selectmen
Approved Minutes of May 21, 2012

PRESENT: Richard Griffin, Chairman
Richard Nichols, Vice Chairman
Michael Pierce, Selectmen
Ben Moore, Selectmen
Philip Bean, Selectmen
Frederick Welch, Town Manager

7:00 PM Public Meeting – Selectmen’s Meeting Room, Downstairs Town Offices

SALUTE TO THE FLAG

I. Proclamation – New Hampshire National Public Works Week – May 20-26

Chairman Griffin read a proclamation in honor of Public Works Week.

Comments

Chairman Griffin thinks they are doing a great job.

Mr. Pierce thinks they are doing a great job and are really getting used to the new rubbish trucks.

Mr. Moore commented that they keep a lot of different balls in the air and he commends the work they do.

Mr. Bean thinks it is fitting and proper that the Governor recognizes the Public Works Department. They do dangerous, hazardous, and hard work and he appreciates it.

Mr. Nichols agrees with all that has been said.

II. Public Comment Period - None

III. Announcements and Community Calendar

Mr. Moore stated that he heard from one parent of a junior who participated in and who commented on how nice the Grand March was this weekend and especially thanks to the Police Department including Chief Sullivan and Deputy Chief Sawyer. He congratulated the following Scouts Joe Flynn, Steven Hurley, and Joe Bollard who obtained the rank of Eagle Scout yesterday. This Wednesday night May 23rd at 7 pm, the Hampton Historical Society will have a grand opening of the Charles Henry Turner Room. Lastly, on June 1st and 2nd there will be a grand re-opening of the stage and Seashell at Hampton Beach.

Deputy Chief Sawyer echoed the comments made by Mr. Moore in regards to the prom this past weekend. It was a fantastic event and the cooperation between the school, PD and the State was great. He thanked the Town for waiving the parking fee for parents coming to take pictures.

Mr. Pierce reminded everyone once again that the Recycling Committee needs new members and new ideas. The committee meets once a month.

Mr. Bean brought up the letter from Ralph Fatello dated May 11th, which was an invitation to the Board to participate in the Memorial Day Parade. He went through the details of the day. Mr. Bean also mentioned that the Town website looks outstanding.

IV. Appointments

1. Dick Desrosiers, Energy Committee

Mr. Desrosiers started with a quick update on the Library. The heating system has so far saved about 69%. The chiller was installed last week and went operational on Thursday. He and the lighting contractor have met and that part of the project is moving forward.

a. Brokered Power

Mr. Desrosiers started out with the following two questions: Should the Town pursue a supply of electrical power thru an energy broker and if so which broker. He shared the energy budget for 2012 for the Town and Schools. The potential savings include: save a penny per hour total savings for a year is \$46,928 and if reduce by a penny and half savings for a year are around \$79,556. The broker cost about \$5,000 per year. He went through the pricing contents which include supply and delivery cost. He provided some examples of supply and delivery cost combined. The objective is to enter the un-regulated, competitive, electrical power supply market place in order to reduce the rate the Town's municipal accounts are being charged for the supply of electric power. Once this is accomplished, they will go after natural gas for the Town and the prices. He showed a graph comparing the natural gas and electrical power. He explained what energy brokers do in detail for the Board and how they look to several suppliers to obtain competitive prices. The Town would pick the supplier and set the language for the contract. The Town does not pay the broker any commission these come directly from the supplier. If we do not sign a contract, the broker is not paid. The typical contract for a municipality tends to be fixed price with about a 25% swing and they can be for a duration of 1, 2, or 3 years. With the rates as low as they are a 2 or 3 year fixed price is desirable. He interviewed five different brokers including Competitive Energy Solutions (CES) who happens to currently have an agreement with SAU 90 and SAU 21. Mr. Desrosiers listed out the other companies he interviewed. There was a second round of interviews conducted by him and Mr. Nichols and they were with USource, CES, and Titan. He thinks they both agreed that these three companies could do a good job for the Town but they both agreed their top choice was Titan Energy. He shared some of the stats for Titan with the Board including that Atty. Gearreald has worked to finalize the agreement, which Mr. Desrosiers received today. Tonight he is looking for the Board to give the Town Manager the authority to sign the broker agreement. Once this is done, Titan will look at their records and come back with recommendations. Once this is done, Titan will go out to bid for the Town and once the bids come back in the Town will have about 24 hours to

complete the process and select a supplier. Therefore, they will need to have authority for the Town Manager to sign the contract with the supplier.

Discussion

Mr. Bean thinks this sounds outstanding and he thanks Mr. Desrosiers and Mr. Nichols for their hard work.

Mr. Nichols participated in the process and his only comment would be that he agrees with everything Mr. Desrosiers said and he thinks he articulated the information in a way that everyone can understand.

Mr. Moore confirmed the savings for the schools are already in place and they have a contract until 2015. Mr. Moore questioned how they could do a multiyear contract without Town Meeting vote. Mr. Welch stated it can be done and is what they are currently doing with Unitil. Mr. Desrosiers would suggest locking in a price for 3 years and when it comes to the budget process, they will know what they will be paying for electricity. Mr. Moore asked about the rate of \$125 being locked in for special projects and he wonders what this includes. Mr. Desrosiers stated that there is no guarantee of a special project but he did provide an example of a project he would like to go after and that is the streetlights, to try and reduce the cost of streetlights. Mr. Moore asked if the streetlights (the structure itself) are rented from Unitil and if so there is a fixed price per street light. Mr. Welch stated that most of them are rented from Unitil and explained how the Town is billed for them and it is based upon a lumens schedule. He explained this process in detail for the Board including how the cost varies every month. Mr. Desrosiers explained how the program will actually work and they discussed the different possible billing options. Mr. Moore stated how the members of the Board have not seen the contract and how it may be difficult for the Board to vote on this contract since only one member of the Board has seen it. Mr. Nichols understands that and does not see a reason as to why the other members of the Board cannot receive a copy of the contract.

Mr. Nichols asked about streetlights being in two categories some of which are metered and some are estimated based on how many hours in the day it is dark. He is not positive at this point but there is a possibility that the streetlights that are estimated may not be able to be included in these cost from this supplier. Mr. Moore confirmed with Mr. Welch that Unitil would still be the ones to maintain these lights at this time.

Chairman Griffin thanked Mr. Desrosiers and stated that the Board will take this under advisement. Mr. Nichols suggested that this be put on the agenda for their next meeting.

2. Deputy Chief Sawyer

a. Traffic Re-Routing Plan – Grand Gala of the Seashell

Deputy Chief Sawyer provided the Board with a brief update. They plan to close down Ocean Blvd beginning Friday morning for setup. He explained the traffic pattern for the Board, which will be similar to other events such as the Penguin Plunge. They will have police officers directing traffic along with some volunteers directing the pedestrians similar to Seafood Festival. There will be some security personnel inside the event as well. They are looking for the Town's blessing to re-route the traffic in this manner.

Discussion

Mr. Bean stated that the Chief has the authority to do so and he thanked Deputy Chief Sawyer for the heads up.

Mr. Moore asked if they are going to allow people coming down F Street to cross into the Town Lot. Deputy Chief Sawyer stated that they will allow people to cross into the Town Lot and people will be able to go left on Brown Ave.

Mr. Pierce MOTIONED to AUTHORIZE the Hampton Police to re-route the traffic pattern on Ocean Blvd and Ashworth Avenue for the Grand Gala of the Seashell throughout the weekend of 06/1-06/02. Mr. Nichols SECONDED.

VOTE: 5-0-0

3. Michael Schwotzer

a. Disposal of Broken Equipment

Mr. Schwotzer stated that the Board received a list of IT equipment they are asking for permission to recycle/dispose of these items properly. They are all broken and non-repairable.

Mr. Pierce MOTIONED to AUTHORIZE the proper disposal of broken equipment. Mr. Moore SECONDED.

VOTE: 5-0-0

b. Monthly Financials

Mr. Schwotzer stated that the Board has received a copy of his report and it is posted on the website. The report is for the month of April and 33.3% is target.

Income – The motor vehicle income total came in at \$228k, which is \$15k above budget and \$10k higher than a year ago. On a year-to-date basis, it is 1.2% below target and \$45k ahead of 2011. The other major contributors to the month's income total of \$482k were Interest on Taxes @ \$30k; Building Permits @ \$10k; Highway Subsidy @ \$52k; Misc. State Grants @ \$20k; Departmental @ \$33k; Parking Lot Revenue/Leases @ \$41k and Real Estate Trust @ \$62k.

Expense – The expense summary shows the year-to-date expenses by department. At the end of April, the operating departments (with debt service) were 28.3% of the budget, which is below the month's target of 33.3%. In the Finance Department, less than 50% of the OT wages were needed during the year-end /annual audit period. Normally this account is totally spent during the beginning of the year. The Telephone account in General Government Building reflects the correction of approximately \$4.5k of monthly charges needing to be allocated to other departments. This brought the monthly percentage down to 38.7, which is closer to the target of 33.3%. In Municipal Insurance, Health Insurance is continuing to run a few thousand dollars lower than the 2012-budgeted level. He does estimate that by year-end this account will be overspent by \$15k due to no union members changing to the lower cost HMO versus the estimate of 40% changing which was used during CBA negotiations/cost calculations. In Support Services, the P/T Special Officer wages shows a negative amount (\$140). This is a result of 1/9th of the PD CBA Warrant Article's credit for increased costs being booked before the summer season's expenses being incurred. The FD OT expense is still approximately half of its YTD target and \$17k less than in 2011. As with the PD, this is mainly due to the seasonality of the Fire Department's activates. There is a note from the Chief stating that this will change since they currently have three open positions and two out

on workers comp. Both sections of Public Works are within their respective budgets overall with the exception of Engineering which is a case of incurred costs being charged to the correct account in spite of the budget. The Welfare Department continues to run lower than budget or expected. The clients continue to be served using outside resources versus direct spending. In Recreation, the negative \$3k reflects insurance proceeds being received prior to the final payment for repairs at the Tuck Building due to vandals. The 1/9th of the CBA Warrant Article costs will be booked each month (April thru December). This is the reason for 11.11% showing against the five lines at the end of April. The YTD activity in four revolving accounts continues to be minimal. In Fund #24: Recreation beach sticker donations are now up to \$14k.

Discussion

Mr. Nichols confirmed with Mr. Schwotzer that to the best of his knowledge none of the teamsters who switched to the HMO last year switched back to a POS this year although Teamsters were offered the same policies.

Mr. Pierce wonders how the 46% of 2011 encumbrances being paid out through April compares to last year. Mr. Schwotzer thinks they are ahead of last year. Mr. Pierce asked about the unemployment compensation. Mr. Schwotzer explained that they budget \$1,500 but the Town is self-insured and if no one files claims against the Town then we pay nothing. However, this year there have been claims filed specifically individuals laid off this winter who filed for the first time since he can remember. Mr. Pierce asked when the charities would all be paid and Mr. Schwotzer explained the process for the Board on how the Health Agencies are paid. Mr. Pierce also brought up cash flow and Mr. Schwotzer stated that they have not had the need to borrow yet this year.

Mr. Moore asked about the Public Works Capital Reserve Accounts. Mr. Moore asked Mr. Schwotzer to explain these columns to him in further detail. Mr. Schwotzer explained that the 2012 actual column is money that the Board has already signed off on to be spent, PO's have been cut, and some of the material has been received. When the money has actually been spent, he will be sending the money to the Trustees and asking for funds from them. Mr. Schwotzer added some information about the Capital Reserve Fund for roads. Mr. Moore has been getting some conflicting information on the 1-ton dump truck and if they decide to not purchase this item the PO will be deleted.

Mr. Nichols asked about a revenue item under the State in regards to water pollution and he has not spotted this item before. Mr. Schwotzer explained that this is the matching fund for the SRF and there are two still out there. Mr. Nichols would like to reiterate what Mr. Schwotzer said about the FD OT expenses. Mr. Nichols brought up the OT analysis done by Chief Silver and the exceptional job he has done over the past several years he has really tried hard to hold the reigns tight on OT in the months of January, February, and March. He thinks this is a great example of using your resources when they are needed. Mr. Nichols is going to ask for an analysis on the SRO Officers. There is a budget of \$55,400 and he explained his understanding of how the SRO's work. About a year or so ago he requested that we be billing the schools for the cost of these officers benefits at least with Winnacunnet. He is hard pressed to believe that the \$55,400 adequately covers both of these positions. He would request that an analysis be done to see that they are adequately covering their cost of these officers. Mr. Schwotzer will look into this for Mr. Nichols.

Mr. Bean thanked Mr. Schwotzer for a good report.

c. 2013 Default Budget Proforma

Mr. Schwotzer provided the Board with a proforma default budget for 2013 in which he has used estimates and the best logic he could and it is a very good guess. He has broken down where the costs change and explained what a default budget does for the Board. Overall views of the changes from 2012 to 2013 are as follows: wages \$568,570, benefits \$414,627, medical savings (\$147,043), debt (\$600,214), and other of \$3,000. The reduction in the debt is due to having finished paying for the Police Station offset by a \$116k cost for the 2011 Waste Water warrant article. The first (estimated) debt payments associated with the Fire Stations and Church Street will not occur until 2014. The increase of \$239k in the budget amounts to less than a 1% increase.

Discussion

Mr. Nichols is not even sure if Mr. Schwotzer is aware of this but the Board had a request from the Assessor to allow a position in his department to go unfilled and it was approved by the Board. It would be his suggestion that this amount be removed from the default budget. This would affect wages and benefits. Mr. Nichols did mention that there has been an increased need for outside use of assessors so he would not recommend lowering the total amount of wages if it is allowed under the RSA. Mr. Schwotzer explained in detail how he comes up with the numbers for wages. Mr. Nichols brought up under personnel administration the impact of the new NHRS rates in the second half of 2013. He wonders if the estimates used were somewhere around 23 to 27% and they are not since Mr. Schwotzer expects to have the rates before this process is completed. Mr. Nichols stated that we do have the actuaries recommended rates and those could be used so that we are not understating these amounts and he would recommend these rates be used. Mr. Nichols asked about the increases in Social Security and Medicare and he wonders what is driving these numbers. Mr. Schwotzer explained how he looked at this in the past and the new way he is doing it this year and he needs to look at this analysis a little closer. Mr. Nichols brought up OT wages in the Police Department and Mr. Schwotzer stated that he dumped all the OT wages into one place.

Mr. Moore thinks they should all remember that they asked for this number so that they could give the Manager a target for the budget preparation for 2013. Mr. Moore confirmed with Mr. Schwotzer that the insurance amounts have been adjusted to reflect what employees actually elected for coverage as a result of the CBA's passing. Mr. Moore thinks there is a need for some further discussion in regards to a position being removed from one department and there is a need for a position in another department that all needs to be looked at before just cutting the budget/default budget. Mr. Nichols agrees with what Mr. Moore has said but in the context of the default budget, this cannot be done. However, it would be something to look at for the budget.

Mr. Pierce asked about the medical and the fact that no one changed to the lower cost plan. Mr. Schwotzer stated that they did move to a new plan but it was not the lower cost HMO plans as expected. Mr. Pierce asked about the Church Street Pump Station and when the payments would start, he thought it was at the end of the project. Mr. Schwotzer stated it depends on how the bond is written and how the payment process normally works.

d. IT Committee – 2012 Selectmen’s Goal

Mr. Schwotzer asked for this item to be moved forward and invited Paul to join him at the table. Chairman Griffin commented that many people have been talking about the new webpage. He provided the Board with some information out of the Town & City, which made some suggestions on who should make up an IT committee. Mr. Schwotzer commented that when he first heard about this he hoped that someone from his group such as Paul would be on the committee.

Discussion

Mr. Bean would be interested in the Town Manager’s input on this since they have talked about it for several months now. Mr. Welch does not know how they could put a committee together to talk about the problems without putting someone on the committee who knows about the problems from the inside. He thinks that Paul should be there and help the committee as much as he can. He also thinks it is important that they look out to the real world and see what everyone is doing. Mr. Bean had the same article from Town & City. He agrees that Paul and Mr. Schwotzer should be on the committee. Mr. Bean would like to see this committee formed and launched sooner than later.

Mr. Pierce thinks that he and Mr. Bean are on the same page with this. It is important to have people looking outside the box. He thinks the committee can work to support the IT Department and expressed concerns with distracting Paul too much from what he is doing since he is already buried. He thinks the committee needs to be a standalone committee so that we are not taking people away from what they are doing.

Mr. Nichols thinks it is essential that Paul be actively involved in this committee. We are already seeing some things come from this such as the website and the benefits of adding a helper (Chris). Mr. Nichols wonders if there are not some synergies between what goes on with Channel 22 and the IT Department. He wonders if these two might be able to come together as one entity.

Chairman Griffin has read in the paper how this seems to be the way a lot of communities are going and we might be able to seek some advice from some of them. Chairman Griffin questions where they go from here. Mr. Welch stated they need to get the committee appointed and seek individuals in the community who have a general interest in IT to volunteer. Any interested individuals should send a letter of interest to the Board of Selectmen and then the Board can decide how many members from there and move forward.

Mr. Pierce likes Mr. Nichols idea of possibly tying the computers/IT in with the technology of Channel 22. He knows the Channel 22 committee has managed this for several years but tying some of these things together could be a good starting point. Mr. Nichols thinks one thing that can be done, as a starting point is to ask Brian McCain to be a part of this committee and see where it goes from there.

Mr. Bean confirmed that there would be a posting on the website.

There was an additional discussion on the number of members and it was decided to wait and see how much interest there is.

V. Minutes of May 07, 2012

Pages 2, 1st line under Questions from the Board insert the word “loan” after the word “a”
Page 4, last paragraph, 3rd line correct spelling error of “unintended”
Page 9, 4th paragraph, 2nd line correct spelling error of “Corps”
Page 12, 4th paragraph, 2nd line insert the word “of” before the “a” and lower case “dam”

Mr. Pierce MOTIONED to APPROVE the Minutes of May 07, 2012 as amended. Mr. Griffin SECONDED.

VOTE: 5-0-0

VI. Town Manager’s Report

1. The Board of Selectmen has received a cordial invitation from Hamptons Post 35 of the American Legion to participate in the Memorial Day exercises on Monday, May 28, 2012. The exercises will take at 8AM at the Hampton Beach War Memorial-Lady by the Sea; 9AM Hampton Falls, Weares Common; 10AM North Hampton Parade; 11AM Hampton Parade.
2. The Concord Regional Solid Waste/Resource Recovery Cooperative announced Thursday that they will not be building the facility and proceeded to cancel all contracts for construction and management. I request that the Board of Selectmen reconsider and rescind their vote to join the Co-op. The Town’s agreement to become a Recycling Facility Associate Member (RFAM) was signed on February 28, 2011. There was no cost to participate in this project.
3. From June 19 to June 24, I am planning to be on vacation and would request the Board appoint Michael Schwotzer as the Acting Town Manager during that period.

Other Items added to Town Manager’s Report

Someone left an AT&T Samsung cell phone in the conference room upstairs.

They have received requests for many things to happen this weekend. One is from The Deck at 65 Ocean Blvd to serve alcohol on an outdoor seating area, which he provided the details on. There are three applications from the Whale’s Tale 2 at 169 Ocean Blvd to have a soft opening on Thursday and would like a one day entertainment license, 6/1 and 6/2 looking to do a small band with alternate dates of 6/2 and 6/3. There is a request from the Recreation Department for a 5k road race on 6/23/12.

Mr. Nichols MOTIONED to approve the three applications for the Whale’s Tale Too. Mr. Bean SECONDED.

VOTE: 5-0-0

Mr. Bean MOTIONED to grant the 5k road race sponsored by the Recreation Department on 6/23/12. Mr. Pierce SECONDED.

Discussion on motion

Mr. Nichols asked about the route and make sure that it has been reviewed and approved by Police and this has been done.

VOTE: 5-0-0

Mr. Moore questioned if the departments have signed off approval on the outside seating area at the The Deck. Mr. Welch confirmed that it has Police approval but not Fire or Building as

of yet. Mr. Nichols commented that the deck has been present all along but have not served alcohol under this new company. Mr. Pierce wonders if they can give conditional approval upon approval by all the other departments. Mr. Bean asked for Mr. Welch's opinion on this. Mr. Welch stated that the Police Department is the one who recommended this be approved. He has no problem running this through the other departments. Mr. Moore commented that his real problem is that they have received three or four similar request tonight and have not seen copies of any of them. He commented that this request was not received by Kristina until after one today.

Mr. Bean MOTIONED to approve the request to serve alcohol on the deck at The Deck at 65 Ocean Blvd conditional on approval by Fire and Building Department. Mr. Pierce SECONDED.

VOTE: 4-1(Moore)-0

Mr. Welch asked if the Board would like to set a policy with regards to this since it has been the practice for the last couple of years that they get buried in these types of items right before the meeting leading up to Memorial Day. Mr. Moore expressed concerns with how many other short cuts are being taken. Mr. Pierce reminded everyone that they are asked to submit any request on the Wednesday prior to the meeting. Mr. Bean would like to take the side of the business owner and it is a short season. Chairman Griffin stated that there are exceptions and he thinks people get the general idea. Mr. Pierce thinks that people know they are going to be opening up by Memorial Day and they should prepare. Chairman Griffin brought up the many changes taking place and changing in ownership.

Mr. Welch reminded them that they needed a motion to appoint Mr. Schwotzer as Acting Town Manager.

Chairman Griffin MOTIONED to appoint Mr. Schwotzer as Acting Town Manager from June 19th to June 24th. Mr. Nichols SECONDED.

VOTE: 5-0-0

Mr. Welch brought up a letter they all received from the School Board asking them to basically stop the negotiations with the Cable Company so that they could be included and channels could be provided to the schools. He understands their need and desire however if we are to start negotiations over again we are probably three or so years out from concluding them. He reminded everyone that we have been negotiating for over 5 years and are coming close to completing this process. The school would like to have a cable channel of their own. Mr. Nichols thinks there are two issues one is the funding of a studio and the other is having an educational channel. Mr. Nichols believes the educational channel portion is already part of the negotiations. Mr. Nichols thinks we should talk to the schools because he believes what they are asking for is an educational channel and not necessarily to be brought into the negotiations. Mr. Pierce thinks the school channel is part of the package. Mr. Nichols and Mr. Pierce both agree that this needs to be reviewed. Mr. Welch stated that the current contract does not include anything for the schools but the contract that is being negotiated includes two channels for the school. Mr. Bean would suggest that they get legal counsel opinion on this letter. Mr. Welch brought the Board up to date on where they are with the current negotiations.

Mr. Bean reminded the Board that action needs to be taken on item #2 on the Manager's Report in regards to the Co-Op.

Mr. Bean MOTIONED to rescind their vote to join the Co-Op. Mr. Pierce SECONDED.

Discussion on motion

Mr. Nichols does not necessarily have an issue with the motion but would like to make some comments since the subject has been raised. He reminded everyone that when they originally got involved with this one of the motivators was that they would be paid over \$100 a ton for recycling. There has been a lot of change in this market for single stream recycling. We are currently getting \$12.50 a ton for recycling. He discussed the big money that we could get from recycling. He thinks we need to see what other Towns are doing with this. He thinks it is fine to approve this motion but they need to start to understand what their options are over the next month or so. Mr. Welch stated they have already started this process and will be meeting with three vendors this week to obtain information to bring back to the Board. They will be gathering information to bring back to the Board so that they can make a decision. Mr. Nichols concern is more long term.

VOTE: 5-0-0

Other Questions for the Manager

Mr. Moore asked about the report from UNH about the dredging and where sand might be. Mr. Welch stated that he has still not found this report or who has it but he is working to find it.

Mr. Moore wonders if there has been a meeting set to meet with DOT and they will be meeting at June 11th and it will be a public meeting.

Mr. Moore asked about the minutes they received for non-public meetings and how the process works if minutes need to be re-opened. The process was explained in detail by Mr. Welch.

Mr. Nichols asked about a couple of memos and letters between the Planner and Planning Board in regards to an easement and abutter notification. It appears that there is a problem and he wonders if Mr. Welch is getting a response to the letter. The Planning Board went back and vacated their decision on this matter and he shared some information they found while researching this. Mr. Welch explained that they are going back and doing the whole thing over again.

Mr. Nichols asked about policy and procedure for NH Liquor Commission license application. Mr. Welch explained that things were getting confusing and that is why they have to try to put together a process. He stated that they have put several items on the agenda and if the Board approves them, they will then move forward in the process such as departmental approval. Mr. Pierce is a little confused and wonders why the Board would need to approve prior to the other departments. Mr. Bean thinks it is important that the Department Heads need to approve or not approve and provide reasons as to why. Mr. Welch went through the process. Mr. Welch stated that if they want to see the Department Head on a topic they would have to come in. Mr. Pierce agreed with Mr. Bean's opinion on the importance of them being approved prior to coming to the Board and that they need to be

marked approved or not approved. There was a detailed discussion on liquor licenses and the process.

Mr. Nichols asked about the 1983 sewer plan that Mary Louise brought up. Mr. Welch stated that it is the 1986 plan that they have found and distributed to the Board.

VII. Old Business

1. Format of Minutes on Website

Mr. Nichols stated that Kristina wanted him to make the Board aware of how the minutes are posted. They are posted on the website as a PDF. He explained the two types of PDF files and that the format they have been using. If the minutes are posted in a character-based format, they are searchable and that has not been the way they have been posted. In this format the only thing that would be missing is the Town Seal and Chairman's signature but this is the format used by other Boards. Going forward he would suggest that they be posted in the character based format.

Discussion

Mr. Pierce agrees that they should be posted in the format discussed by Mr. Nichols.

There was a consensus amongst the Board that the minutes should be posted in the character based PDF format.

2. 2012 Selectmen's Goal

Mr. Welch pointed out that the IT Committee was moved ahead.

Mr. Nichols pointed out that Mr. Welch has provided them with a draft of the purchasing policy and he thinks it looks good. Mr. Nichols made some corrections on the first page both grammatical and added some thoughts on the bid process and some scenarios that should be aired at public meetings.

Mr. Moore brought up 718-9 and he thought the language that was drafted should be included and moved forward around 718-3. Mr. Nichols had the same thought.

Mr. Pierce and Mr. Bean are all set.

Mr. Welch will make the corrections and get it right out.

Mr. Nichols brought up the ordinances online and how it takes almost a year before the ordinances online reflects any changes made to them. He shared with the Board how these ordinance format/numbering is controlled by a company hired by the Town. He has suggested to Kristina that the company be contacted to see what can be done so that the changes are made in a timelier manner.

Mr. Moore asked if any deadlines have been set for Department Heads to get their CIP reports to Mr. Welch. Mr. Welch has given them a deadline of May 31st. Mr. Welch plans to have the report to them in early June for them to review before they go to the CIP committee. These can be discussed with Department Heads when they come in for their department updates.

Mr. Nichols wonders if the Board is clear on the five goals. He listed them out as follows: the financial one, SEA contract, procurement, technology committee, improving the

relationship between the Town and State and the building committee. Mr. Nichols is not sure if the building committee one is a goal or not but the Board will be discussing this at their meeting on June 4th.

VIII. New Business

1. Disposal of Surplus of Town Property

Mr. Welch has asked that all departments submit a list of items to be disposed of at the Town auction. There is a long list and the auction process has worked well in the past. He would ask that the Board grant approval for these items to be sold at auction. The auction will be held shortly after the 4th of July.

Discussion

Mr. Pierce would like to ask the Board for the 19" monitor on the list to be removed and given to him for his PC for kids program.

Mr. Bean MOTIONED to remove the 19" monitor from the auction list and place it with Mr. Pierce to be distributed through the computer program in place to supply PC for kids with computer equipment. Chairman Griffin SECONDED.

VOTE: 5-0-0

Mr. Moore MOTIONED to approve the remainder of the list for equipment dated May 2nd from DPW, May 2nd from Transfer Station, May 11th from MIS, May 3rd from Fire, May 15th from Recreation and May 11th from Police. Chairman Griffin SECONDED.

Discussion on motion

Mr. Welch would suggest the coins on the Police list be deposited into the general fund.

VOTE: 5-0-0

Mr. Moore wonders why there are no packer trucks on the list. Mr. Welch stated they have not decided which ones they want to dispose of yet but Keith is supposed to be bringing a list forward. Mr. Pierce heard talk of buying more. Mr. Welch stated they have two trucks that work well and these will be used on the beach all summer.

2. Discussion and Approval of Policy for Tracking and Accountability of Bond and Contract Securities including Insurance

Mr. Welch explained that they were asked by the Board to go through this exercise and come up with a policy that would mirror what is actually being done. Mr. Schwotzer has gone through this with a fine toothcomb. All departments have been ordered to send this information to Finance where the process will be seen through from beginning to end. He went through what the policy will include and the process that will be followed. Mr. Welch stated that hopefully they are on top of this and nothing will fall through the cracks.

Discussion

Mr. Nichols believes the catalyst for this was the contract between the Town and a vendor used for trash hauling. He explained in detail for the Board what happened. He did point out one grammatical error for the Mr. Welch to correct.

Mr. Bean agrees with Mr. Nichols and thinks it is excellent work.

Mr. Nichols MOTIONED to adopt the Policy for Tracking and Accountability of Bond and Contract Securities including Insurance. Mr. Pierce SECONDED.

VOTE: 5-0-0

Other New Business

Mr. Nichols received a call today about the use of Town property for partisan uses. The feedback he gave was the Board has a policy that they will not allow the use of Town property for partisan events. He would like confirmation from the Board that what he said is correct. Mr. Welch agreed with Mr. Nichols and what he said. Mr. Moore wonders about the holding of signs on streets during the election season. Mr. Welch stated that is allowed under State law.

Mr. Pierce is fine with the way the policy is.

Mr. Bean wonders if Mr. Welch would like to discuss the meeting with DRED this afternoon. Mr. Welch stated that they expect the State to come back with a number of changes to the MOU. He was very optimistic at first but is not encouraged with the amount of changes they gave today in the meeting. He thinks there is a lot left to be done and does not think it will be done in a short time. He shared a problem with trash not being picked up by the State on the west side over the weekend.

Mr. Pierce wonders about the cooperation and Mr. Welch thinks they want to be cooperative but they do not want to have it in writing. He expects to get back the revised draft within a week.

IX. Consent Agenda

1. Raffle Permit – Green @ 32 Depot Square – Chez Boucher 05/28/12
2. Entertainment License – Wally's Pub – 144 Ashworth Avenue
3. Entertainment License – Stacey Jane's – 9A Ocean Blvd
4. Entertainment License – Boardwalk Café – 139 Ocean Blvd
5. Notice of License Application – Meredith Robinson & Mary Carol Fowler, Mr. mgrs; dba Whale's Tale – Restaurant Bev/Wine liquor license – 169 Ocean Blvd
6. Notice of License Application – Joseph Higgins-President, dba Old Salt Restaurant – Caterer-Off-Site Cocktail Lounge liquor license – 490 Lafayette Road
7. Notice of License Application – BZ Discount, William Murphy – Seasonal Combination Bev/Wine tobacco liquor license – 34 Ashworth Avenue

Discussion

Mr. Nichols would like to remove Item #2 for discussion. He commented that there have been a number of emails back and forth about issues between the residential properties and allegations in regards to Wally's Pub. He agrees that the Board does not know if the allegations are true but he thinks they need to take some steps so that this conflict does not go on indefinitely. He does not think there is a reason to not approve this but he thinks it is something they need to address.

Chairman Griffin asked Mr. Welch if this is the responsibility of this Board. Mr. Welch stated the Board has the right to approve or not approve a license and they have the right to revoke the license. At this point, no one has brought forward a request for the Board to

revoke the license. There is a request from a resident today that if the Board approves this tonight they would like the Board to have a police officer present during the hours of operation. The Police Chief has not been available to give the Manager his opinion but there are times now when the Chief does require them to have an officer present. They discussed some of the allegations that have been made. Mr. Welch would encourage the Board to have a discussion with the Department and it was requested that Chief Sullivan be added to the agenda for their next meeting.

Chairman Griffin thinks this is something that the Board needs to be very careful with and the reasons why.

Mr. Bean finds that the business owners in Hampton tend to be cooperative with the Departments in Town. He questions this might not be the job of this Board. Mr. Bean wants to stand on the side of the business owner.

Mr. Nichols does not think they are overstepping their bounds by approving or not approving an entertainment license. He is fine with approving the entertainment license.

Mr. Nichols MOTIONED to move the Consent Agenda. Mr. Pierce SECONDED.

VOTE: 5-0-0

X. Selectmen Closing Comments

Mr. Pierce would like to remind everyone about the Memorial Day parade which is at 11.

XI. Adjournment

Mr. Moore MOTIONED to adjourn the public meeting. Mr. Pierce SECONDED.

VOTE: 5-0-0

Chairman